



THE EIGHT PARTS OF SPEECH

A. NOUN — names a person, place, thing, idea, animal, quality, or action

- 1 Proper noun — denotes particular person, place, or thing
- 2 Common noun — names any one of a class or kind of people, places, or things
- 3 Concrete noun — names a physical, visible, and tangible person, place, or thing
- 4 Abstract noun — names a quality, concept, or intangible that exists only in the mind (truth, courage)
- 5 Collective nouns — used to describe a group of people or things considered a single unit (orchestra, family, choices)
- 6 Countable and noncountable nouns
 - a Most nouns form plurals by adding **s** and are countable (portfolios, computers)
 - b Other nouns have no plural because members of the group they represent are singular or plural depending on the context and are noncountable (cheese, coffee, measles)
 - c Abstract nouns — noncountable (loyalty, mathematics, cowardice)
- 7 Noun compounds — function as a single part of speech
 - a Noun and noun — bookstore, father figure
 - b Adjective and noun — anybody, common sense
 - c Possessive noun and noun — traveler's check, citizens' committee
 - d Noun and prepositional phrase — life of the party, editor-in-chief
 - e Noun and verb — handclasp, lifeguard
- 8 Inflection — changes in form
 - a Number — Endings tell whether a noun is singular or plural. Occasionally changes occur within the word itself

Nominative	I will go.	Charles will go.
Objective	Go with me .	Go with Sandra .
Possessive	It is his .	It is Roberto's .
 - b Case — Different forms are used depending on whether the word functions as a subject, object, or modifier. The three cases are:

Masculine	Feminine	Common	Neuter
father	mother	parent	marriage
 - c Gender — Four genders are formed in English by entirely different words
 - d Number — Plural nouns — Most nouns can be singular or plural. The usual plural form adds **s** to the end of the word.

desk	desks	smile	smiles
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 - e Plural exceptions are:
 - 1 After **y** preceded by a consonant, change the **y** to **i** and add **es**
economy economies
(Most proper nouns are excepted: Hail Marys, the Germanys; *but*: the Two Sicilies)
 - 2 If the final **y** is preceded by a vowel, just add an **s**
attorney attorneys
 - 3 If the word's last sound is **s**, **z**, **ch**, **sh**, or **x**, then add **es**.
class classes box boxes
 - 4 Often the final **f** or **v** becomes **ves**
half halves calf calves
 - 5 Many nouns have plural forms that are irregular
child children foot feet
 - f The possessive case — generally formed by adding an apostrophe and an **s** the lion's den
 - 1 Nouns which end with an **s** or **z** sound add an apostrophe only
the lioness' cub
 - 2 Use the **of** phrase with inanimate objects
the make of the car
the author of the book
 - 3 Some possessive rule exceptions:

expressions of time	a month's time
nature	the earth's atmosphere
money or measure	a dollar's worth
groups of people	the audience's applause
- g Possessives in a series — We may take Bill's, Henry's, George's, or my car.
- h Different possessives — James' and Michael's paintings are similar.
 - 1 Joint possessive is also used when each word in a series possesses something different
- i Similar possessives — When each word in a possessive series owns the same thing, form the possessive on the last word only
- j Possession with gerunds — the "ing" form of the verb, the gerund, serves as a noun. Nouns or pronouns that precede a gerund are usually possessive
The urgency of **Mary's screaming** surprised us.
- k Possession with compound words — Use the last word in a compound to form the possessive

Singular possessive Commander-in-chief's

Plural possessive Commanders-in-chief's

B. PRONOUNS — usually replace nouns, their antecedents, for conciseness

- 1 Functions of pronouns
 - a Personal pronouns — indicate
 - 1 the person speaking — the first person
 - 2 the person spoken to — the second person
 - 3 the person being spoken of — the third person
- 2 Case of pronouns — case depends upon how the word is used in a sentence
 - a Subjective case — used mainly when the pronoun is the subject (I, we, you, he, she)
 - b Objective case — used mainly when the pronoun is the object (me, us, him, her)
 - c Possessive case — used mainly to indicate possession or at times for classification or to show connection (mine, theirs, his, hers)
- 3 Number — A pronoun agrees with its antecedent in number
The children raised their hands.

C. VERBS — express action or state of being. Every sentence contains a verb.

- 1 Tense — Regular verbs change their form according to time of action
 - a Present — yawn, am yawning
 - b Past — yawned
 - c Future — will yawn, shall yawn
 - d Present perfect — action occurred in past and is completed in the present — have or has yawned
 - e Past perfect — action completed before another past action — had yawned
 - f Future perfect — action to be completed before another future action — will have yawned
- 2 Tense — Irregular verbs form their past tense in many ways and have no rules
Present — I am Past — I was Past participle — I have been
- 3 Agreement — A verb must agree with its subject in number
The arrival of friends promises good times.
 - a Single subjects joined by **either**, **or**, **neither**, **nor** take a singular verb
Either Sandra or Richard knows the truth.
 - b If one subject is singular and one is plural, the verb agrees with the subject nearest it
Neither Roberto nor the other bodybuilders realize the sacrifice.

D. VERBALS — words formed from verbs and function like other parts of speech

- 1 The gerund — ends in **ing** and is used as a noun
Studying requires effort.
- 2 The infinitive — basic form of verb, usually preceded by **to** and can function as a noun, an adjective, or an adverb
To study requires effort.
- 3 The participle — a verb form that ends in **ing** or **ed** or less frequently **en**, **d**, or **t**. Functions primarily as an adjective
The laughing boy was admonished. — or as an adverb —
Gasping for breath, the passenger fell.

E. ADJECTIVES AND ADVERBS — modifiers commonly considered in relationship to other words

- 1 Adjectives — qualify, describe, or limit nouns or pronouns
She is a truthful person.
- 2 Adverbs — modify verbs, adjectives, or other adverbs, often end in **ly**
 - a Comparisons — adjectives and adverbs have three forms of comparisons:

	Positive	Comparative	Superlative
(adj)	happy	happier	happiest
(adj)	handsome	more handsome	most handsome
		less handsome	least handsome
(adv)	fast	faster	fastest
(irreg adv)	bad	worse	worst

F. PREPOSITIONS — connect the word or words that follow them (the objects) with some other part of the sentence

- 1 Simple prepositions — consist of one word (within three weeks)
- 2 Group prepositions — (in addition to)

G. CONJUNCTIONS — Connecting words that are phrases or clauses. There are four kinds:

- 1 Coordinating conjunctions — connect equivalent words, phrases, or clauses (and, or, nor, but, for) — out of sight and out of mind
- 2 Subordinating conjunctions — connect unequal parts of a sentence (as, since, because, if, while) — If you want to achieve, you need to sacrifice.
- 3 Conjunctive adverbs — connect independent clauses and also illustrate the relationship between them (therefore, however, furthermore, nevertheless) — I would like to see the play; however, I have no time.
- 4 Correlative conjunctions — used in pairs to illustrate equivalent parts (both ... and, either ... or, not only ... but also, neither ... nor)

THE PARTS OF THE SENTENCE

A. SUBJECT — topic of the sentence which reveals who or what the sentence is about

- 1 Simple subject — noun or pronoun without modifiers
Joe walks his dog very early in the morning.
- 2 Commands have no apparent subject
Run as fast as you can. (Subject is understood.)
- 3 Complete subject — simple subject and all its modifiers
A few Cadillacs were parked outside.

B. PREDICATE — completes the thought and tells something about the subject

- 1 Simple predicate — the verb without any modifiers
The gorilla **belled** at the spectators.
- 2 Compound predicate — two simple predicates connected by **and** or **or**
The audience **shouted and clapped** when the curtain fell.

C. TRANSITIVE VERBS AND OBJECTS

- 1 Transitive verbs — verbs which take objects to complete their meaning
- 2 Direct object — noun or pronoun which receives the action of the verb
The team brings its own equipment.
- 3 Indirect object — the noun or pronoun which tells to whom or for whom the action was done
Adam bought Susan a mountain bike.

D. INTRANSITIVE VERBS AND COMPLEMENTS

- 1 Intransitive verbs — do not take an object
The sun also rises.

E. COPULATIVE VERBS AND COMPLEMENTS — Sensing verbs

- 1 Copulative verbs — always take an adjective for a complement
Strawberries taste sweet.
- 2 Complement of a copulative verb refers to the subject, modifies or completes the meaning of the subject.
 - a Complement as a noun
Oedipus becomes king.
 - b Complement as a nominal — nominal is a group of words which act like a noun
Sandra's goal is to write the great American novel.

SENTENCE ORDER

A. DIRECT OBJECTS — Parts of a sentence containing direct objects appear in this order — Laura collects dolls.

B. INDIRECT OBJECTS — appear in front of direct objects

Megumi served Claudio some spicy spaghetti.

- 1 Exceptions occur with **to** or **for**
Olga told the story to Carl.

C. TRANSITIVE AND COPULATIVE VERBS — follow this order

Dan complains excessively.

D. COMMANDS — usually have no subject.

Mow the lawn. (Subject is understood.)

E. QUESTIONS — may alter the order of sentences

Did Plato write *The Republic*?

F. EXPLETIVES — change word order

- 1 **It** and **there** when used as introductory words are expletives, never subjects
It is good for brothers to live in peace.

G. WORD ORDER — is changed for emphasis and variety

Even to death I will follow you.

PHRASES

A. PHRASE — is a group of connected words without a subject or predicate

- 1 Prepositional phrase — begins with a preposition and contains a noun and its modifiers, the object of the preposition
Charles works best **under pressure**.
- 2 Gerund phrase — contains a gerund and its modifiers and is used as a noun
Reading blueprints is not as easy as it sounds.
- 3 Infinitive phrase — contains an infinitive and its modifiers
Peter brought a book **to lend me**.
- 4 Participial phrase — contains a participial and modifiers; used as an adjective to modify a noun or a pronoun
Walking a balance beam, she lost her balance.

CLAUSES

A. CLAUSE — differs from a phrase since it has a subject and a predicate

Phrase: Our troupe is planning a trip **to the museum**.

Clause: Our troupe is planning a trip so **we can see the museum**.

- 1 A relative pronoun like **that**, **which**, **who**, **whom**, or **whoever** will act as the subject of a clause
Tell me **who** was singing.
- 2 The use of **that** or **which** in phrases is determined by importance

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- a Use **that** when the clause is essential to the meaning of the sentence
The book **that** contained the formula was missing.
- b Use **which** when the clause is not essential to the meaning of the sentence
The book, **which** contained the formula, was missing.

SENTENCE ERRORS — STRUCTURAL PROBLEMS

A. DANGLING PARTICIPLES — Lack clarity and do not reveal the writer's intention

NO: Maria hung the towels dripping wet.

YES: Maria hung the dripping wet towels.

B. MISPLACED MODIFIERS — Cause confusion and should be avoided. Place the modifier near the word it modifies.

- 1 Place some words immediately before the word they modify to avoid confusion
— **almost**, **only**, **just**, **even**, **hardly**, **nearly**, **not**, and **merely**

SENTENCE ERRORS — AMBIGUITY

A. PRONOUNS — a problem when ambiguous in reference

NO: I laughed when I saw the bird standing on his head.

YES: I laughed when I saw the bird standing on Kevin's head.

STRUCTURE

A. PARALLEL STRUCTURE—EXPRESS SIMILAR IDEAS IN SIMILAR FORMS

B. "AND" OR "OR" — connect equal parts and in parallel structure with same forms

C. PAIRS OF CONNECTIVES — such as **both/and**, **either/or**, **neither/nor**, **not only/but** — connect parallel structures

D. SENTENCE FRAGMENTS — are not correct sentences since they are only part of a sentence

NO: Gretchen stood there biting her nails. Nervously thinking about her debts.

YES: Gretchen stood there biting her nails, nervously thinking about her debts.

E. RUN-ON SENTENCES — are not correct sentences since they contain too much

NO: You ate the pizza too fast your stomach will ache.

YES: You ate the pizza too fast, and your stomach will ache.

F. COMMA SPLICE — run-on error caused by inserting a comma between clauses

NO: Frank keeps failing, he keeps trying.

YES: Frank keeps failing, but he keeps trying.

ERRORS IN STYLE

A. SHORT, CHOPPY SENTENCES — Use sentence variation to create well-balanced paragraphs

B. WORDINESS — Cluttered and repetitious sentences should be used only for emphasis or style

C. RAMBLING SENTENCES — Break up the burden of numerous phrases and clauses

FIGURATIVE LANGUAGE

Used in imaginative rather than in literal (dictionary definition) writing

A. SIMILE — an explicit comparison between two things made by using **like** or **as** Her hair looked like rays of golden sunshine.

B. METAPHOR — a comparison of two things **without** the use of **like** or **as** Grass is nature's blanket.

- 1 Avoid mixed metaphors — inconsistency in a single expression
The blanket of snow clutched the earth with icy fingers.

MOOD

The form of the verb (mood) indicates something about the action

A. INDICATIVE MOOD — makes a statement or asks a question

It is raining. Is it raining?

B. IMPERATIVE MOOD — expresses a command, a request, or a direction

Read the manufacturer's directions carefully.

C. SUBJUNCTIVE MOOD — used in **that** clauses that express motion, resolution, recommendation, command, or hope I hope that the package will arrive on time.

VOICE

In general, use the active voice except for stylistic purposes

A. WEAK PASSIVE — The defendant was questioned by the prosecutor.

B. STRONG ACTIVE — The prosecutor questioned the defendant.

PARAGRAPH STRUCTURE

A. THE TOPIC SENTENCE — tells the reader what the paragraph is about and can occur at the beginning, the middle, or the end of the paragraph

B. LINKING EXPRESSIONS AND CONNECTORS — for coherency and smooth transitions between ideas and subjects

- 1 To elaborate on ideas previously discussed —
again and furthermore likewise similarly
also for example in addition moreover
- 2 To qualify, limit, or contradict a statement —
but on the contrary on the other hand
however yet nevertheless
- 3 To show a time or place arrangement of an idea —
at the present time first finally later
at the same time further eventually second